

**DOCUMENTS AND INFORMATION
TO BRING WITH YOU ON YOUR FIRST DAY OF EMPLOYMENT**

The following is a listing of documents and/or information that maybe required to complete forms for Human Resources, Payroll, Retirement and Insurance(s) purposes. Please bring this information to your orientation. Please contact our office at 860-424-4985 if you have any questions.

Original Documents Necessary to Process Paychecks.

- Signed Social Security Card.
- Current Driver's License, valid photo ID and/or birth certificate

Documents Necessary for Employment Eligibility Verification

See list of acceptable documents on reverse side:

- Choose any List A document
or
- A combination of List B and List C documents

Retirement and Life Insurance

- DD214 - Military Discharge Papers (if applicable)
- Beneficiaries: Name(s) and Address(s)
Date(s) of Birth
Social Security Number(s)

Health Insurance for Dependents *(Not required if an employee is transferring from another state Agency)*

- Spouse - Marriage Certificate
- Party to a Civil Union - Civil Union Certificate.
- Dependent Child up to age 26 if:
 - Employee is a birth parent - dependent birth certificate & social security card.
 - Employee is a legal guardian - documentation of Legal Guardianship & dependent social security card.
 - Employee is an adoptive parent - adoption decree or dependent birth certificate and social security card.
 - Employee is a step parent - dependent birth certificate and social security card and marriage certificate (if different last name).

Previous State Employment

- Agency Name
- Dates of Employment

Direct Deposit (optional)

- Voided Check

EMT Certification Card (if applicable)

Educational Credentials:

- Degree or Transcript(s)
- Certificate(s)

For Employees transferring or returning to State Service: Pay Stub (if available)